### Schedule ‘A’

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| Job Title: | Librarian |
| Primary Function: | To coordinate and administer the Community library |
| Reporting Relationship: | This position reports to the Education Manager |
| Salary: |  |
| Term of Employment: | Permanent Part-Time three (3) days per week |
| Effective Date: |  |
| Incumbent: |  |

**Responsibilities**

* Maintain full use of the library services during regular scheduled hours
* Plan activities in order to make the library more inviting to the community members
* Establishes library systems and procedures at the library site
* Operate library office and facility, including receiving mail, correspondence, open and close library at scheduled hours, ensure that security devise is on when closing in evening, organize furniture and shelving
* Implement circulation procedures, including charging and distributing books, registering new borrowers, maintaining circulation records and statistics, phoning or sending notices re: overdue books
* Provide patron services including reader advisory services, reference services, ILL requests, film and video requests
* Select, order and process new materials and supplies
* Maintain cataloguing system
* Maintain library collection, including shelving materials, carrying out regular inventory, culling out-of-date or unused materials
* Mend or repair damaged books and other material
* Organize and maintain special files and collections
* Develop library programs
* Conduct children’s programs
* Conduct outreach programs
* Introduce new patrons to library
* Maintain computer workstations, and identify damaged or malfunctioning computers; assist with office technology
* Assist patrons with the use of library computer systems and programs, including Internet technology
* Cooperate with other libraries and the North Central Office of Ontario Library Service-North
* Attend meetings, workshops and conferences as required
* Abide by the policies and procedures of Temagami First Nation
* Ensure suitable behaviour within the library
* Ensure a thorough cleaning of the library on a regular basis
* Complete reports as required to Chief and Council and Ontario Library Services

**Requirements**

* Secondary School Graduate
* Able to use library computer systems and programs
* Good oral communication and interpersonal skills
* Excellent reading and writing skills
* Willing to take upgrading workshops and training to ensure professional development in this field
* Knowledge of Aboriginal culture, communication styles and value systems

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Signature of Incumbent Date

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Signature of Supervisor Date